

Data Privacy Statement – 1st Ascot (All Saints) Scout Group

Definitions

- **Applicable legislation:** EU General Data Protection Regulation
- **Data Subject:** Any young person, their parent / guardian or any adult, who is a member of 1st Ascot (All Saints) Scout Group or of the wider Scout Association.

1.	Identity and contact details of the controller and where applicable, the controller's representative) and the data protection officer	<ul style="list-style-type: none"> ▪ Data Controller: 1st Ascot (All Saints) Scout Group, a not-for-profit organisation and Registered Educational Charity (No. 803510) ▪ Data Protection Officer: Executive Committee Chairman ▪ Contact: ascotscouts@gmail.com
2.	Purpose of the processing and the legal basis for the processing	<ul style="list-style-type: none"> ▪ In overview, we process information about the Data Subject <ul style="list-style-type: none"> (a) to maintain contact necessary for the provision of Scouting (b) to understand health & welfare requirements (c) to deliver Scouting programmes, activities and events (d) to comply with requirements of The Scout Association, their Policy, Organisation and Rules (e) to comply with any other laws and regulations that may be applicable. ▪ Please refer to "Processing Activities" listed below for full details
3.	The legitimate interests of the controller or third party, where applicable	<ul style="list-style-type: none"> ▪ Please refer to "Processing Activities" listed below for full details
4.	Any recipient or categories of recipients of the personal data	<ul style="list-style-type: none"> ▪ Personal data is gathered and processed for Scout Association purposes only ▪ Personal data will be used by Leaders, Committee and other members of the Scout Association (as appropriate) for the provision of Scouting ▪ Please refer to "Processing Activities" listed below for full details
5.	Details of transfers to third country and safeguards	<ul style="list-style-type: none"> ▪ The data controller uses established 3rd party IT systems / cloud service providers ("data processors") each of whom attest to uphold requirements of applicable legislation including transfer of data to third country ▪ For international programme activities that require personal data (for example overseas camps / activities) the affected individuals and / or their parents / guardians will be contacted prior to any such personal data being provided seeking their express agreement
6.	Retention period or criteria used to determine the retention period	<ul style="list-style-type: none"> ▪ Please refer to "Processing Activities" listed below for full details
7.	The existence of each of data subject's rights	<ul style="list-style-type: none"> ▪ The data controller will support the rights of data subjects as set out in applicable legislation
8.	The right to withdraw consent at any time, where relevant	<ul style="list-style-type: none"> ▪ Data subjects should contact the data controller as defined in point 1.
9.	The right to lodge a complaint with a supervisory authority	<ul style="list-style-type: none"> ▪ The data controller will support the rights of data subjects as set out in applicable legislation
10.	Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	<ul style="list-style-type: none"> ▪ Personal data is required to support the efficient provision of Scouting and for the safety and protection of young people and adults who are members of 1st Ascot (All Saints) Scout Group. ▪ Some personal data is mandated by the Scout Association as defined under its Policy, Organisation and Rules ▪ In turn, this may be further mandated by other legal requirements – eg. safeguarding, health & safety amongst others
11.	The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.	<ul style="list-style-type: none"> ▪ The data controller does not use personal data for automated decision making ▪ Some of the personal data may be processed by the Scout Association at a higher aggregate level to better understand and improve the delivery Scouting nationally

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notice-transparency-and-control/privacy-notice-under-the-eu-general-data-protection-regulation/>

BLACKPENNY								
GDPR PROCESSING RECORDS								
SYSTEM OR PROCESS	The name and contact details of the controller, the controller's representative and the data protection officer;	The purposes of the processing;	A description of the categories of data subjects and of the categories of personal data;	Examples of the data captured that drives the data categorisation	Where possible, the envisaged time limits for erasure of the different categories of data;	Lawful Process Article	Lawful Process Description	Approved by and when
This is the system or process as identified in the Data Inventory Tab.	This will be the top level of the trust/charity that is responsible for governance	This is the purpose for the processing as identified in the Data Inventory Tab	This is classification of the data in the process as identified in the Data Inventory Tab	Add the types of personal data involved in this process, add all that apply	This is the retention period for the data in this process as defined in the Data Inventory Tab	The Lawful Process is the justification for the data process. This needs to be selected to match the applicable description in the table to the right	The description that matches the Lawful Process Article will be auto populated when you select the appropriate article ID	Add the approver of this Lawful process from the executive committee and date of approval
Young Members Joining	Executive Committee - Chairman	Young members details are gathered as part of the Joining Process	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept until the Young Person leaves or Moves On.	9(2)(c)	Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent	Chairman 23 May 2018
Adult Volunteers Joining	Executive Committee - Chairman	Adult Volunteer personal details are gathered as part of the joining process	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity, Character references	During on-boarding, data retained to complete Compass and Atlantic systems and then deleted. No visibility of how long Atlantic systems retain data but website states only as long as necessary. Data is kept for 2 months after the Adult Volunteer leaves The Movement. This may be retained indefinitely with TSA for safeguarding.	9(2)(b)	Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement	Chairman 23 May 2018
Away Day Events	Executive Committee - Chairman	Young Person attendance at the event to be planned is gathered	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept for a 2 month period post the event then it is deleted. This is in case an incident at an event requires this information.	9(2)(c)	Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent	Chairman 23 May 2018
Away Day Events Mgmt	Executive Committee - Chairman	Young person data in attendance is transferred to the 3rd Party Event Company	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept by the Events mgmt team for the period of the event. this is then deleted.	9(2)(c)	Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent	Chairman 23 May 2018
Moving On	Executive Committee - Chairman	Young Person Moves On to the next tier of the Scout structure. The Personal Data on this individual is transferred to the new Scout Leader	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept until the Young Person leaves or Moves On.	9(2)(c)	Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent	Chairman 23 May 2018
Transfer Walling Lists	Executive Committee - Chairman	The details of Young People on a walling list are transferred from Walling List Coordinator and from one Scout Leader to another	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	The list data is retained until the placements are made, then it is deleted	9(2)(c)	Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent	Chairman 23 May 2018
Annual Health Check	Executive Committee - Chairman	Young Person health records are updated from the Parent/Guardian	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept until the Young Person leaves or Moves On.	9(2)(c)	Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent	Chairman 23 May 2018
Young Persons details updates	Executive Committee - Chairman	Young Persons Data is updated periodically with details of achievements	PERSONAL	Name, DOB, Address	Data is kept until the Young Person leaves or Moves On.	6(1)(f)	Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject	Chairman 23 May 2018
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Accident records	Executive Committee - Chairman	In the event of an accident / injury, the nature of the incident and the action taken is recorded	SENSITIVE PERSONAL	Name, DOB, Address, Health	In accordance with other legal obligations	9(2)(h)	Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional	Chairman 23 May 2018
Parent / Guardian of Young Member joining	Executive Committee - Chairman	0	PERSONAL	Name, Address, Contact details	Data is kept until the Young Person leaves or Moves On.	6(1)(f)	Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject	Chairman 23 May 2018
Parent / Guardian support of events	Executive Committee - Chairman	Communications to Parents / Guardians relating to Scouting events, social events and fund-raising activities necessary for the running of the Group	PERSONAL	Name, Address, Contact details	Data is kept until the Young Person leaves or Moves On.	6(1)(f)	Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject	Chairman 23 May 2018